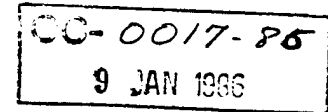


TRANSMITTAL SLIP		DATE
TO: ADDA <i>[Signature]</i>		1/9/86
ROOM NO.	BUILDING	
REMARKS:		
<div><i>Exo/ADDA</i> <i>19 MAY 1986</i></div> <div><i>ADDA Reg.</i></div>		
FROM: D/CO		
<div></div>		

STAT

~~SECRET~~

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Communications

SUBJECT: Things You Need to Know About the
Office of Communications [REDACTED]

90-8


1. The attached compendium contains brief treatments of a number of topics which I feel are extremely important for you to understand and appreciate about the Office of Communications (OC) and the world as we see it before you have extensive contact with our personnel. It should also serve a purpose in helping you select those areas of OC on which you want further and more detailed briefings/papers/tours. It is intended only to be a point of beginning--we'll look for your guidance as to where you want to go from here. [REDACTED]

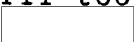
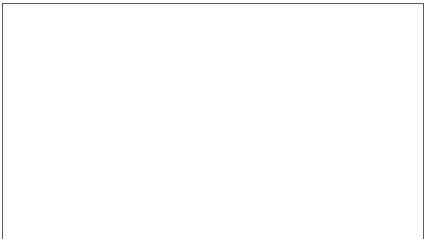
2. Early on in your tour, I would also hope that you would take the time to have direct contact with our people and operations. Nothing else could better convey the spirit and commitment of our officers. [REDACTED]

3. Finally, you may or may not wish to make known your views of the Directorate at an early point in your assignment. If so, we have two forums which might be of interest. The first is a monthly meeting attended by approximately 40-50 of the key managers in the Office. Guest speakers from within and without the Agency are invited to speak on a variety of topics, and you might wish to use it as a forum. The second is a bimonthly, [REDACTED]

~~SECRET~~

S E C R E T

25X1
SUBJECT: Things You Need to Know About the Office of
Communications 

25X1
4. I have come to love the Office of Communications. I
think you will too. We really do have the best communicators in
the world.  

Attachment

cc: ADDA w/att. ✓
D/OIT w/att.

S E C R E T